



GRANTS AND CONTRACTS COMMITTEE

Friday, June 30, 2017

2:00 P.M. – 3:00 P.M.

3839 North 3rd Street, Suite 306, Phoenix, Arizona 85012

DRAFT MINUTES

The Grants and Contracts Standing Committee meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened Friday, June 30, 2017 at the ADDPC Office, 3839 North 3rd Street, Suite 306, Phoenix, Arizona 85012. Notice having been duly given. Present and absent were the following members of the ADDPC.

Members Present	
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Matthew Isiogu, Chairperson, Telephone

Lori Masseur, Telephone

Jamie Edgin, Telephone

Tom Uno, Telephone

Monica Cooper, Telephone

Members Absent

David Copins

Staff	Guests
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Erica McFadden, Executive Director

Lani St. Cyr, Staff

Marcella Crane, Staff

Michael Leyva, Staff

A. Call to Order/Welcome

Chairperson Matthew Isiogu welcomed everyone to the Arizona Developmental Disabilities Planning Council (ADDPC or Council) Grants and Contracts Committee meeting. The meeting was called to order at 2:02 P.M. Roll call and participant introductions were completed.

B. Review of Current Contracts

Lani St. Cyr provided a financial update of the Council's funding, highlighting \$138,374 of FFY15 funds to be liquidated and \$24,710 of FFY16 funds to be obligated before September 30, 2017. The Council received the final award for FFY17, bringing the total to \$1,411,676. There is approximately \$900,000 in FFY17 funds to be obligated by September 30, 2018. There was further discussion about FFY18 funding and the current status of the budget yet to be determined at the Federal level. It was assumed that if funding for FFY18 is approved, there will be approximately \$1.9 million (FFY17 & FFY18) available for the Council.

However, Lani clarified the Council receives awards incrementally, so the full amount of any FFY18 award would not be made available until 2019.

Discussion proceeded to current funded projects with contracts ending September 30, 2017. The Committee was made aware that most of these contracts are in year five of funding and will not be asked to submit renewal applications to extend the project. The grantees have been notified of the contract term ending and the 45 day grace period for final invoices to be submitted. Next, the three new contracts awarded under the Self-Advocacy solicitation were mentioned. Finally, two contracts, Untapped Arizona and PBIS, were discussed as projects of concern regarding billing. They have the largest awards and have billed for little of what has been awarded. It was explained large sub-contracts are most likely the reason for the delay in billing. However, both grantees have been made aware of the concern. Lori Masseur asked if there was anything in the contracts requiring more frequent billing and Marcella Crane explained that contractors are expected to bill either monthly or quarterly and have a 45 day grace period for final invoices.

C. Program and Financial Review

Lani St. Cyr and Erica McFadden gave an overview of the Picture of a Life program explaining that it is a program to transition youth, in the foster care system with developmental disabilities, to independent living once they age out of the system. The Committee discussed the low number of facilitators and youth identified and participating in year five and the barriers with staff turnover in the Division of Developmental Disabilities (DDD) and Division of Child Safety (DCS). Marcella Crane explained that while there are barriers in year five, the progress of the program as a whole should not be based on recent challenges.

During discussion regarding the supporting documents for the meeting it was determined that having a summary document of programs, with bullet points showing a snapshot of the outcomes, should be provided for future meetings. The Committee would also like to have grantees complete a year-end cumulative report of their program, to better determine the outcomes of the project and communicate results. The final report should have points and highlight the impact the project has had on both systems and participants. Matthew Isiogu also mentioned agency funding and making sure the Council does not fund projects that may be the responsibility of the agencies or projects that may already exist.

Michael Leyva gave an overview of the Untapped Arizona project, an employment project with focus on businesses. There was Committee discussion around the accomplishments being more in line with what would be expected from the first year of a project, rather than year five. Erica McFadden explained the turnover in the Executive Director position in the prior years and the restructuring of the program, to where it would justify operating at year one levels. There was further discussion regarding other funding sources for the project such as membership fees and what the plan is if infrastructure is not in place when funding ends.

Due to time constraints, Matthew Isiogu asked if Committee members had any concerns with the remaining two narrative reports for the Caregiver Roadmap and Positive Behavior Interventions and Supports of Arizona (PBISAz) project before moving on to the next agenda item.

D. Work Plan Review

The 2017 and 2018 Work Plans were discussed briefly. Lani St. Cyr explained they are a function of the Executive Committee, but many deliverables are tied to contracts and solicitations, so it is important for the Committee track the progress of activities related to grants and contracts outlined in the Work Plans. Matthew made a request that a Crosswalk Work Plan be created to breakout the deliverables specific to the Grants Committee. He would also like to see a solicitation timeline based on staff recommendations. The current Work Plans were created under the previous Committee Structure, so the deliverables reflect that fact. Any revisions to the 2018 Work Plan and the creation of the 2019 and 2020 Work Plans are due January 1, 2018.

E. Adjourn

Matthew Isiogu, Chairperson called for a motion to adjourn the meeting at 3:10 P.M. A motion was made by Monica Cooper to adjourn; motion seconded by Tom Uno.

Dated this 3rd day of July, 2017
Arizona Developmental Disabilities Planning Council